

# Health & Safety Record/Document Management Requirements For Information Technology Division and Computational Science Center Final Rev1 (11/14/05)

OHSAS 18001 – Line Organization Files for ITD & CSC					
	Topic / Series Title	Record Description	Foremost Address	BNL Site Specific File Plan DOE Retention DOE Retention	Responsible Party
1.	<b>Occupational Health &amp; Safety (OHSAS 18001) Management System Description (Manual)</b>	The written OSH program of an organization <b>CONTROLLED DOCUMENT</b>	A ADM /1000-15-37	ADM-16.1.1 Permanent	OSH POC, ML Heinrich Location B.515, Rm.M1-54 – The SORD with signature page for all BOP held by R.Selvey, B.129
2.	<b>Occupational Health &amp; Safety (OHSAS 18001) Management Plans</b>	Annual list of targets & objectives and performance indicators for the improvement of the OSH program of an organization. <b>CONTROLLED DOCUMENT</b>	A ADM /1000-17-06	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	OSH POC, ML Heinrich <a href="http://www.bnl.gov/itd/ohsas/">http://www.bnl.gov/itd/ohsas/</a> and <a href="http://www.bnl.gov/csc/ohsas/">http://www.bnl.gov/csc/ohsas/</a>
3.	<b>OSH 18001 Support and Risk Assessments Files</b>	Records verifying organizational compliance with the OSH 18001 program. <b>Central file for task lists and JRA/ FRA risk assessments</b> <b>CONTROLLED DOCUMENT</b>	A ADM /1000-17-16	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	OSH POC, ML Heinrich <a href="http://www.bnl.gov/itd/ohsas/">http://www.bnl.gov/itd/ohsas/</a> and <a href="http://www.bnl.gov/csc/ohsas/">http://www.bnl.gov/csc/ohsas/</a>
4.	<b>OSH Management Reviews and OSH Records of Decision Documents</b>	Documentation of presentations to senior management on the actions and status of the organizations OSH program.	A ADM /1000-17-16	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	OSH POC, ML Heinrich Location B.515 Rm.M1-54 for ITD and CSC.
5.	<b>OSH Internal Assessments/ Audits</b>	Self Assessment Plan, Internal Assessment Results of an organization.	A ADM /1000-20-03	ADM-22.1.A.2 Destroy after 10 years	Held by R.Selvey SHSD, B.120 Business Operations Manager, S.McKeon Location B.515 Rm.M2-35 for ITD and CSC
6.	<b>Training for OHSAS18001 at the organization level</b>	Records for environmental safety & health training such as manuals, syllabuses, and other training aids; description of course content; examination documentation, attendance rosters; documentation of required performance, & lesson plans.	A ADM /1000-01-22	ADM-1.29.2.A.2 - Transfer to a federal records center after last session. Destroy 75 years after transfer.	BNL maintains online course details in HR. Department Training Coordinator confirms completion for all staff.
7.	<b>Local Emergency Planning documents</b>	Contains Local Emergency Response Plan generated for each building at BNL. It may contain the original plan, procedures for an emergency situation, locations of emergency shut offs, building floor plans, in/out door assembly areas and evacuation zone. <b>CONTROLLED DOCUMENT</b>	A ADM /1000-17-23	ADM-18.27 - Destroy 3 years after issuance of a new plan or directive.	Local Emergency Coordinator, ML Heinrich Location B.515 Rm.M1-54
8.	<b>Tier 1 Facility Safety Inspections</b>	Records of routine safety inspections.	A ADM -1000-17-37.	ADM-18.9 - Cut off at the end of the fiscal year. Destroy 75 years after discontinuation of the facility.	ESH Coordinator, ML Heinrich Location B.515 Rm. M1-54 for ITD and CSC, on server bnlnt1/users
9.	<b>Safety Assessment Documents &amp; Safety Analysis Reports</b>	Documentation of safety analysis reports relating to facilities. Records relating to health, safety & environmental issues. Records should include related DOE Safety Evaluation Report. <b>CONTROLLED DOCUMENT</b>	B ENV /2000-01-04	ENV-1.B.4.B - Review annually. Cutoff when superseded, obsolete, or cancelled. Destroy 25 years after cutoff	<b>Not Applicable</b> ITD or CSC would use SHSD personnel for operational control.
10.	<b>Work Planning and Control Documentation- (Work Permits)</b>	Consists of work planning & control documentation. It includes the original, signed work permit, the job tracking log & the control procedures.	A ADM /1000-17-28	ADM-18.37 - Destroy 75 years after the date of the permit.	Work Control Manager, ML Heinrich Bldg.515 Rm.M1-54

## OHSAS 18001 – Line Organization Files for ITD & CSC

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11.	<b>Non Radiological Permits</b>	Safe work permits granting approval for employees to work on a potentially hazardous job or area. Includes confined space, working on or near energized equipment, digging, cutting/welding and penetration permits. Permits contain job descriptions, instructions to workers & approval signature of responsible supervision.	A ADM/1000-17-35	ADM-18.37 - Destroy 75 years after the date of the permit	Not applicable. ITD or CSC would use SHSD personnel for operational control.
12.	<b>R2A2</b>	This series consists of the signed record copy of position descriptions that include information on title, series, grade, duties, and responsibilities and related information for each employee of BNL.	A ADM/1000-01-2	ADM-1.7.B Destroy 75 years after position is abolished or description is superseded.	Online PeopleSoft HR and Supervisor's hold originals.

## OSH Program Files – BNL Site Level Files

	Topic / Series Title	Record Description	Foremost Address	BNL Site Specific File Plan 'DOE Retention'	Responsible
13.	<b>OSH 18001 Policy for site</b>	BNL <u>Site Level</u> document which is part of ESSH program. <b>CONTROLLED DOCUMENT</b>	A\ADM\1000-15-37	ADM-16.1.1 Permanent	ESH&Q J. Tarpinian ESH&Q ALD
14.	<b>OSH 18001 Management System Description &amp; Subject Areas</b>	BNL <u>Site Level</u> program description files. <b>CONTROLLED DOCUMENT</b>	A\ADM\1000-15-37	ADM-16.1.1 Permanent	ESH&Q J. Wilke SBMS Office POC: P. Williams
15.	<b>OSH Site level Management Reviews and OSH Records of Decision Documents</b>	BNL <u>Site Level</u> documentation of presentations to senior management on the actions and status of the site OSH program.	A\ADM\1000-17-16	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	ESH&Q J. Tarpinian ESH&Q ALD, Steve Stein QA
16.	<b>OHSAS 18001 Support Files-</b> BNL site level Phase 1, 2, & 3 Program development records	Timelines, applications, accounting reference records, etc related to the development and maintenance of the OSH program for the site.	A\ADM\1000-20-08	ADM-22.4 75 years	SHSD R. Selvey OHSAS 18001 Project Manager
17.	<b>OSH Training site level</b>	BNL site level - Training material, roster of attendance, and other records on training developed by the BNL for training site staff	A\ADM\1000-01-22	ADM-1.29.2.A.2 - Transfer to a federal records center after last session. Destroy 75 years after transfer.	B. Schwaner OTQP Manager
18.	<b>OSH Assessments/ Audits- Site level</b>	Site level Assessment Results from 2 <sup>nd</sup> and 3 <sup>rd</sup> party audit on the OHSAS 18001.	A\ADM\1000-20-03	ADM-22.1.A.2 Destroy after 10 years	J. Tarpinian ESH&Q ALD, Steve Stein QA
19.	<b>Occurrence Reports</b> OSH related	Reports documenting specific occurrences at BNL, which violate or pose a threat to quality, safety & operational procedures. There are three types of occurrence: emergency, off normal & unusual. These are not originals, which are maintained in the DOE Occurrence Reporting System. (Investigative incidents, Critiques, ORPS investigation)	A\ADM\1000-17-10	ADM-18.11.1.B - EPI - Cut off at the end of the fiscal year in which the case was closed. Destroy 15 years after cutoff.	SHSD J. Ellerkamp
20.	<b>Incident Reports</b>	Reports, statistics & correspondence relative to traffic & property damage accidents, industrial personal injury accidents, and incidents.	A\ADM\1000-17-09	ADM-18.11.1.C - Destroy when 10 years old	SHSD J. Ellerkamp
21.	<b>Safety Analysis Reports for Nuclear Facilities</b>	Documentation of safety analysis for a nuclear facility to ensure that the facility can be constructed, operated, maintained, shut down & decommissioned safely & in compliance with applicable laws & regulations. Records relating to health, safety & environmental issues. Includes the related DOE Safety Evaluation Report <b>CONTROLLED DOCUMENT</b>	B\ENV\2000-01-03	ENV-1.B.4.A - Review annually. Cutoff when superseded, obsolete, or cancelled. Destroy 75 years after cutoff	SHSD J. Ellerkamp
22.	<b>Radiation Surveys &amp; Radiation Work Permits</b>	Routine radiation and contamination surveys of chronological history of shift & daily activities, chart recording interpretations, and radiation work permits	A\ADM\1000-01-31	ADM-1.21.3.D - Cut off at the close of the fiscal year. Destroy 75 years after cutoff	RCD C. Schaefer
23.	<b>Material Safety Data Sheets</b>	Contains safety information on hazardous chemical products obtained from chemical manufacturers and/or chemical information services	B\ENV\2000-02-20	ENV-2.C.7 - Destroy 75 years after substance has been removed from use.	SHSD R. Petricek

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24.	<b>OSHA Inspections</b>	Reports and logs including (Occupational Safety and Health Administration Forms) 100, 101 102, and 200 or equivalents maintained as prescribed in 29 CFR 1960 and OSHA Pamphlet 2014 to document occupational injuries and illness for each establishment.	A\ADM\1000-01-49	ADM-1.34 - Destroy when 75 years old.	SHSD J. Ellerkamp
25.	<b>Construction Safety Plans- Health and Safety Plans</b>	This series consists of Health and Safety Plans submitted by contractors that specify how work will be performed to comply with all environmental safety & health regulations. This series is used administratively and kept for project/work in progress.	A\ADM\1000-16-24	ADM-18.35.B - EPI-- Destroy 5 years after the date of completion of either a task or performance of an activity or action for which the documentation will have no future applicability for demonstrating an item's capability for safe operation. Additionally, destroy it.	SHSD J. Ellerkamp
26.	<b>Environmental, Safety &amp; Health (ESH) Investigations</b>	ESH Investigative case files & reports. Investigations may be described as audits, appraisals, inspections & management reviews. Documents include, but not limited to, conformance & final reports, correspondence, notes, attachments & log books.	A\ADM\1000-20-08	ADM-22.4 - Cut off upon completion of audit or investigation. Destroy when 75 years old.	ESH&Q Industrial Hygiene R. Selvey Safety Engineering J. Ellerkamp Radiological C. Schaefer
27.	<b>Exposure Investigations</b>	Series contains investigations of exposure of personnel to hazardous concentration of toxic chemicals and other material, excluding radionuclides and individual employee files.	A\ADM\1000-01-42	ADM-1.21.2.C - Cutoff at the close of the fiscal year in which the employee left employment. Destroy 75 years after cutoff.	ESH&Q Industrial Hygiene R. Selvey Radiological C. Schaefer
28.	<b>Industrial Hygiene Records</b>	Series contains Industrial Hygiene logsheet recording surveys for industrial hazard other than radiation and contamination.	A\ADM\1000-01-44	ADM-1.21.2.D - Destroy 75 years after cutoff.	SHSD R. Selvey
29.	<b>Equipment Records for OSH Exposure Assessment meters of ESH&amp;Q</b>	Control and Calibration records of Measuring/Test Equipment used in hazard assessments	ENV\2000-04-03	ADM-1.21.2D Destroy 5 years after calibration.	ESH&Q Industrial Hygiene R. Selvey Radiological C. Schaefer
30.	<b>Correspondence - Environment, Safety, &amp; Health</b>	Correspondence files of the office responsible for facility safety programs.	A\ADM\1000-17-30	ADM-18.11.1.C - Destroy when 10 years old	ESH&Q Industrial Hygiene R. Selvey Safety Engineering J. Ellerkamp Radiological C. Schaefer